



How To Schedule Inspections

City of Hayward Development Services Department

December 2014 Update

Please call (510) 583-4148 or go online to <https://haywardselfservice.us/hss/default.aspx> to request an inspection. You will need to register first to schedule your inspections online.

When scheduling an inspection you will need the following information: your permit card with the permit number and the 3 digit numerical code found on the back of your inspection card located next to each inspection type. Listen to and follow all instructions.

- **AVOID CELL PHONES**

Some cell phones do not register well with our system. Try and use landline phones or schedule online when possible.

- **BEFORE CALLING FOR A BUILDING FINAL INSPECTION, MAKE SURE THAT ALL OTHER DEPARTMENTS HAVE APPROVED THEIR INSPECTIONS FIRST**

For example, if you are going to schedule a final inspection for a solar photovoltaic installation, make sure that you schedule and complete your Fire Department final inspection first. The Building Inspection Division will only inspect after the Fire Department has approved the work.

- **SCHEDULING MUST BE DONE ON ORIGINAL PERMIT NUMBER**

For example, if you have a revision permit or a change of contractor permit. These may not be used for scheduling inspections. Please provide the original permit number to schedule.

- **MULTIPLE PERMIT NUMBERS CANNOT BE SCHEDULED SIMITANEOUSLY**

If you have more than one permit, you will need to schedule inspections under each separate permit number.

- **PLEASE NOTE:**

Requests for inspections must be made before 4 PM to be scheduled for the next business day. Requests received after the cut-off times will be scheduled two business days later.

YOU MUST BE READY FOR THE INSPECTION WHEN REQUESTED. IF YOU ARE NOT, YOU WILL BE ASSESSED A RE-INSPECTION FEE; WHICH MUST BE PAID BEFORE YOU CALL AND REQUEST THE NEXT INSPECTION.

If you want an approximate time your inspector will be at the site, you will need to call them the morning of the inspection between 8:00 and 8:30 AM. If you are unable to reach your inspector by 8:30 AM please contact Adrionne Rullman at (510) 583-4325.

Inspectors

☐ Omar Noorzad (510) 583-4313
COMMERCIAL STRUCTURAL INSPECTOR

☐ Brent Alexander (510) 583-4152
RESIDENTIAL INSPECTOR

☐ Dennis Zafiratos (510) 583-4150
COMMERCIAL PLUMB/MECH INSPECTOR

☐ Keith Silva (510) 583-4157
RESIDENTIAL INSPECTOR

☐ Gary Nordahl (510) 583-4153
COMMERCIAL ELECTRICAL INSPECTOR

☐ Chris Brunner (510) 583-4155
RESIDENTIAL INSPECTOR